

Introduction

The Arizona Rulemaking Manual was developed in 1995 as a guide for state agencies when making, amending, or repealing rules. The Office of the Secretary of State, in conjunction with the State Agency Rulewriters' Consortium, completed an update of the manual in 2001 to reflect changes in statutes, rules, and rulewriting style. As sections are amended in the future, supplements to this manual will be available in paper copy and on the Secretary of State's web site.

The Rulewriters' Consortium meets on the second Tuesday of each month to discuss legislative and administrative rulemaking issues. Meetings are open to any interested party. Meeting dates and locations are e-mailed to members of the Consortium. For more information about Consortium meetings or this manual, contact the Secretary of State's Office at (602) 542-4751.

This manual contains the following nine sections:

- Section 1: Rulemaking in General**
- Section 2: Definitions, Rule Drafting, and Publishing Style**
- Section 3: Frequently Asked Questions; Renumbering; Supplementals**
- Section 4: Rulemaking Forms**
- Section 5: Checklists**
- Section 6: Administrative Procedure Act**
- Section 7: Rules of the Office of the Secretary of State**
- Section 8: Rules of G.R.R.C.**
- Section 9: Bibliography**

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